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[Home](#) > [Miscellaneous](#) > Schedules A-J

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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Miscellaneous** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Schedules A-J**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Associate the pdf file of the **Schedules A-J**.

Report the totals from Schedules A,B,D,E,F,I,J, Form 22, and Nondischargeable Debt.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

**Review final docket text.**

Click **Next**.

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**Source URL (modified on 11/19/2014 - 11:01am):**

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